Nursery Admissions
Supplementary Information

Document history	
Date approved	14 July 2022
Approved by	Full governing board
Review date	1 year
A copy of this document can be obtained from	The schools' network The schools' website
Related documents	
West Berkshire Council Nursery Admissions Policy for Community and Voluntary Controlled Schools	
John Rankin Schools Nursery Registration Form	
John Rankin Schools Nursery, Breakfast Club and After School Club Charging and Remissions Policy	

Nursery Admissions

The school follows West Berkshire Council's Nursery Admissions Policy for Community Schools. A copy can be found on the West Berkshire Council website and the John Rankin Schools website.

This document provides supplementary information on the implementation of this policy at our school.

WEST BERKSHIRE PROVISION

Under normal circumstances, a pupil's final term is the summer term of the academic year in which they turn four.

The two year old entitlement of 15 hours is available without any fees or charges to all eligible families the term after the child's 2nd birthday.

For more information on Free Childcare for Two Year Olds, please visit info.westberks.gov.uk/freechildcare2

The core entitlement of 15 hours (universal hours) is available without any fees or charges to all children the term after their 3rd birthday.

The extended entitlement of an additional 15 hours is available without any fees or charges to all eligible families on the submission of a valid code. It is the family's responsibility to ensure that HMRC is periodically updated with financial information as requested. Failure to do so may result in the loss of extended hours funding for the following term.

For more information on 15 and 30 Hours Free Childcare for Three and Four Year-Olds, please visit www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds.

Requests for additional sessions will be accommodated where possible, but these will be chargeable.

SESSION ALLOCATION

Allocation for all sessions (funded and chargeable) is limited by availability.

The morning session is 8.45 to 11.45 and the afternoon session is 12.00 to 15.00. All day (two sessions) is 8.45 to 15.00. A Lunch session runs from 11.45 to 12.00 which can be added to a morning or afternoon session – All sessions are chargeable as outlined in associated Charging & Remission Policy, April 2022/23.

The minimum number of sessions for any child (funded and/or chargeable) is three sessions per week.

These are the recommend patterns of attendance, but other attendance patterns are accommodated subject to availability:

- Five mornings per week
- Five afternoons per week
- Monday, Tuesday and Wednesday morning
- Wednesday afternoon, Thursday and Friday

Places for funded sessions will always be offered from the start of the following term (Autumn, Spring or Summer). Parents wishing to take the place before the start of the following term would be charged for the interim sessions.

APPLICATION FORMS

To enquire about availability and/or request a registration form, contact the Nursery office via email JRNursery@jrs.w-berks.sch.uk or telephone 01635 42376.

Submission of a completed registration form does not guarantee a child's place at John Rankin Nursery.

LATE APPLICATIONS

There is no notion of late applications as applications for nursery places are considered all year around. If sessions are available they will be offered. If not, the applicant will be placed on a waiting list and considered according to the oversubscription criteria.